Bankruptcy Case Opening

For Attorneys

This process shows the steps and screens required for attorneys to open a bankruptcy case on CM/ECF. The case is a chapter 7, no asset, individual consumer.

STEP 1 Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2a.)**

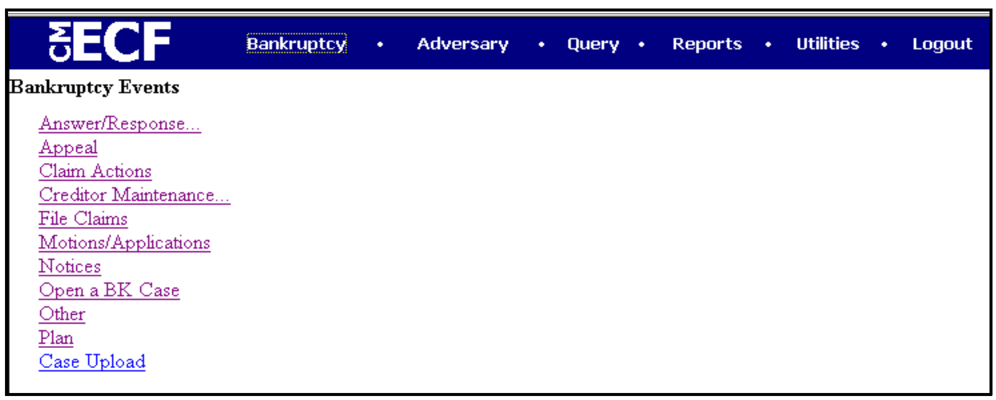
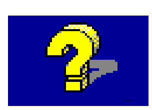


Figure 2a

- For further information on each of these categories, click the **HELP** icon on the CM/ECF Main Menu Bar (the question mark, pictured below). That will bring up a help screen. **(See Figure 2b.)**



Context Help - Netscape

Bankruptcy Events

Select one of the menu options available and subsequent screens will prompt you for the information required to:

Answer/Response	File an answer, response, or reply to a motion/application in a bankruptcy case.
Appeal	File an appeal to a case.
Batch Filings	File different documents to different (unrelated) cases at the same time. (See also Multi-Case Docketing).
Claim Actions	File documents related to claims that have already been filed.
Court Events	File documents or docket events (e.g., utility events) to which only court users have access.
Creditor Maintenance	Enter the names and addresses of creditors for a bankruptcy case, either individually or by uploading a creditor matrix. Also edit creditors' names and addresses.
File Claims	File a claim in a bankruptcy case.
Motions/Applications	File a motion or application to a bankruptcy case.

Figure 2b

- This screen gives you more information about the menu selections. To see information for other options, scroll down using the arrows or scroll bar on the right. **(See Figure 2c.)**

Context Help - Netscape

File Claims	File a claim in a bankruptcy case.
Motions/Applications	File a motion or application to a bankruptcy case.
Multi-Case Docketing	File the same document to many unrelated cases at the same time (the user must make sure that there is no case-specific information in this document). (See also Batch Filings.)
Notices	File a notice to a bankruptcy case.
Open a BK Case	Open/Reopen a Bankruptcy Case.
Orders/Opinions	File an order or an opinion to a bankruptcy case.
Other	File a miscellaneous document to a bankruptcy case.
Plan	File a plan (e.g., Chapter 11 Plan) to a bankruptcy case.
Trustee/US Trustee	File a document related to the chapter trustee or the U.S. Trustee.
Trustee's 341 Filings	Allows the chapter 7 trustee to specify the action to be docketed for each 341 meeting on a given date.

Updated 08/30/00 (BankruptcyEvents.htm)

close

Figure 2c

- To close this help screen, click on the “X” in the top right corned of the screen, or click on the **[Close]** box at the bottom of the screen. This will return you to the Bankruptcy Events screen. **(See Figure 2a.)**

STEP 3 At the Bankruptcy Events screen, click on the Open a BK Case hyperlink. The Open New Bankruptcy Case screen will display **(See Figure 3.)**

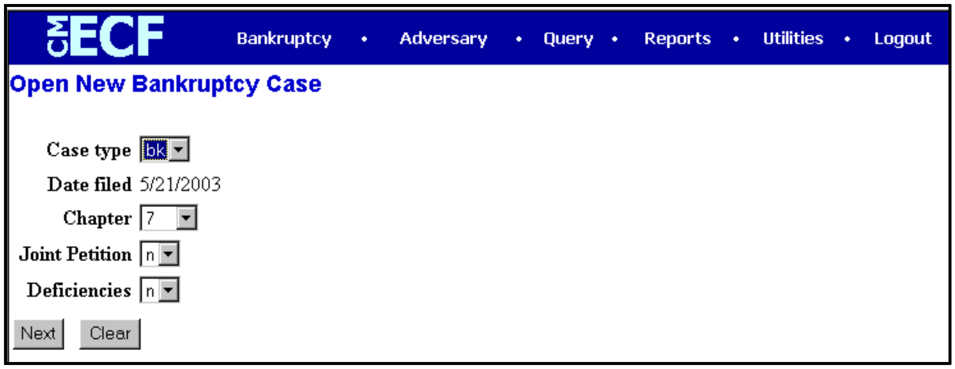


Figure 3

- The case number will be generated later in this process and will be displayed on the Notice of Electronic Filing.
- The Case Type will always be **bk**.
- The current date will always be displayed in the **Date Filed** field.
- Select the **Chapter** from the pick list box, or skip it if the default is correct.
- The default value for **Joint Petition** is **n** (no); for a joint filing, select **y** (yes).
- If the Statement of Financial Affairs or Schedules A through J are missing from the petition, change the **Deficiencies** box from **n** (no) to **y** (yes). A deficiency list and deadline field will then be presented on a later screen.
- When this screen is correct, click **[Next]** to continue.

STEP 4 The **PARTY SEARCH** screen displays. **(See Figure 4.)**

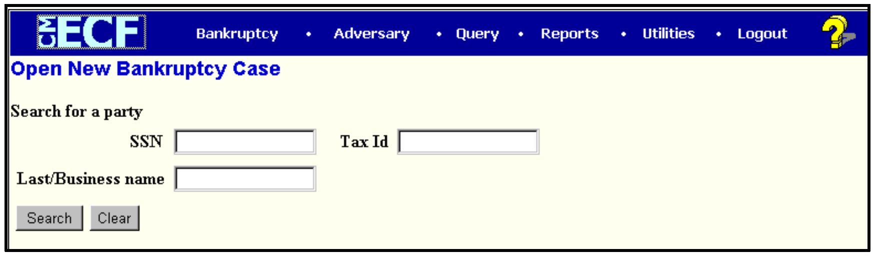


Figure 4

- This screen is for you to enter the parties on the case. Before you add the debtor (or any party), you should search the database to see if that party already exists in the database to eliminate duplicate records in the system. You can search by Social Security Number, Tax Identification Number, Last Name or Business Name.

  - You can enter the last name to search the database. If this is a business filing, enter the first word or significant words of the business name to search. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters.

NOTE: The entire name of businesses resides in the **Last/Business** field. Therefore, for business filings, entering the first part of the name may be sufficient to find a match.

- In this lesson, we will enter the debtor's social security number and click **[Search]**.

Search Hints:

- Enter only one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive (Smith not smith).
- Include punctuation (O'Brien).
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild Cards (*) are not required at the end of search strings.
- Wild Cards may be used before or within search strings (*son, Gr*y).

STEP 5 If there are no matches, the system will return a **No Person Found** message. **(See Figure 5)**

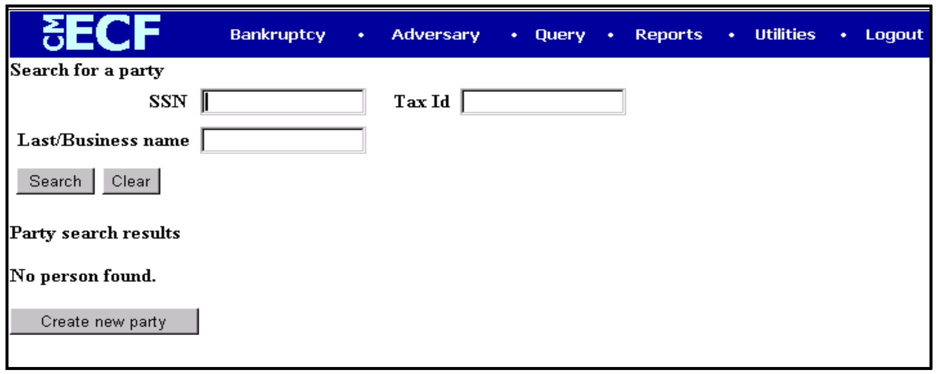


Figure 5

➢ Once you have tried alternative searches and determined that the party is not in the database, you can now add them to the database. Click **[Create New Party]**.

STEP 6 The **PARTY INFORMATION** screen displays**. (See Figure 6.)**

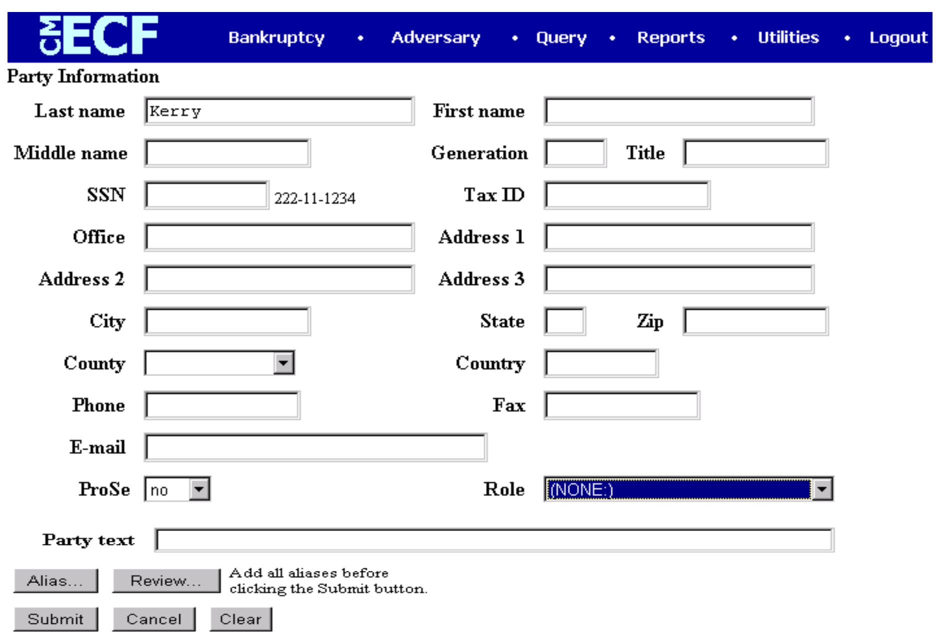


Figure 6

- ➢ Enter the debtor's **Name** and **Address** information in the appropriate boxes.

- ➢ Select the debtor's **County** of residence from the pick list box.

NOTE: Type the first letter of the county name for a faster search.

- ◆ For this lesson, leave ***ProSe*** as **no**.

- ◆ Expand the **Role Type** selection pick list box by clicking on the down arrow ▼, and select Debtor.

- ◆ Enter further descriptive text for the debtor in the **Party text** field, if appropriate (such as A Connecticut Corporation, Guardian of the State, etc.)

- ◆ It is not necessary to add the attorney representing the debtor. Because you are an attorney, your name will be linked to the party you are representing automatically at the end of this transaction. Your login will furnish attorney information to the system.

- ◆ If the party has an alias, click the **[Alias]** button.

STEP 7 The **ALIAS** screen appears. **(See Figure 7.)**

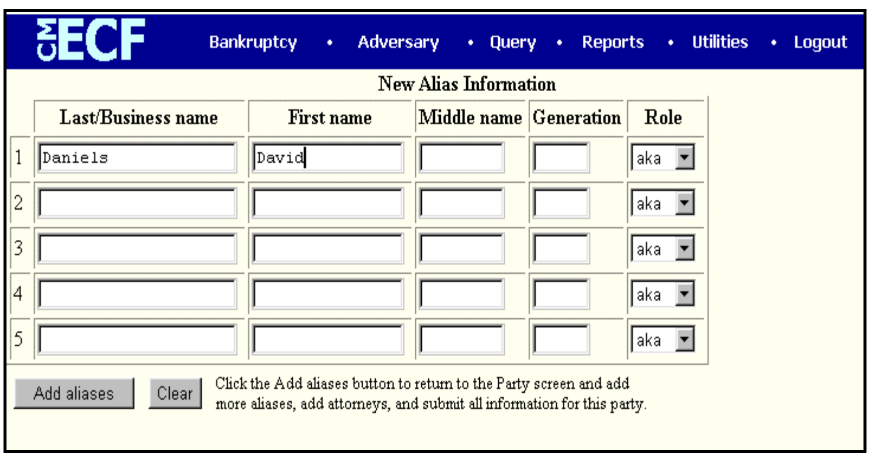


Figure 7

- ◆ You can enter up to five alias names on this screen. **Alias Role** selections include aka, dba, fdba, and fka.

- ◆ Click **[Add aliases]**. If the debtor has more than five aliases, repeat **Step 7**.

STEP 8 The **PARTY INFORMATION** screen reappears. **(See Figure 8a.)**

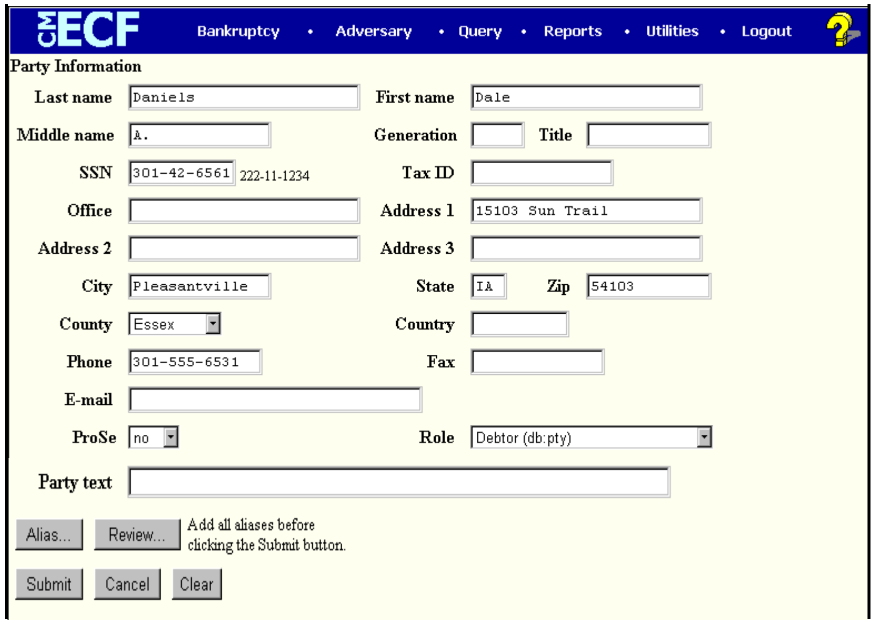


Figure 8a

- Clicking on the **[Review]** button at any time presents a screen summarizing the attorney and alias activity for this debtor. **(See Figure 8b.)**

Figure 8b

- Verify the information.
- Be careful about clicking the **[Clear]** button. You could accidently delete information.
- Click **[Return to Party Screen]**.

STEP 9 The **PARTY INFORMATION** screen will return again as shown in **Figure 8a.** If you are finished adding information for this new party, click **[Submit]** to continue with Case Opening.

STEP 10 The system will display a screen confirming the assignment of the **Divisional Office**. The assignment is based on the county code of the debtor. **(See Figure 9a.)**

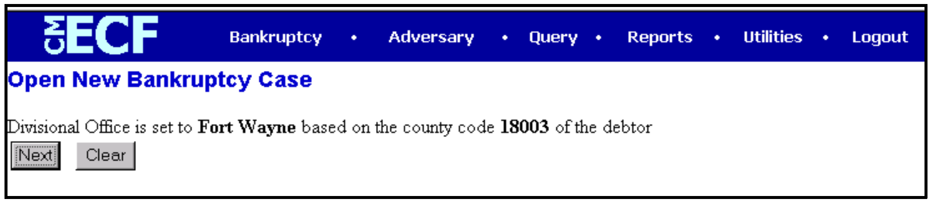


Figure 9a

◆ Click **[Next]**.

NOTE: If this were a joint debtor filing, a **JOINT DEBTOR PARTY** screen would appear next.

If appropriate, click **Copy Previous Party's Address** within this process to quickly copy the address to the joint debtor. **(See Figure 9b.)**

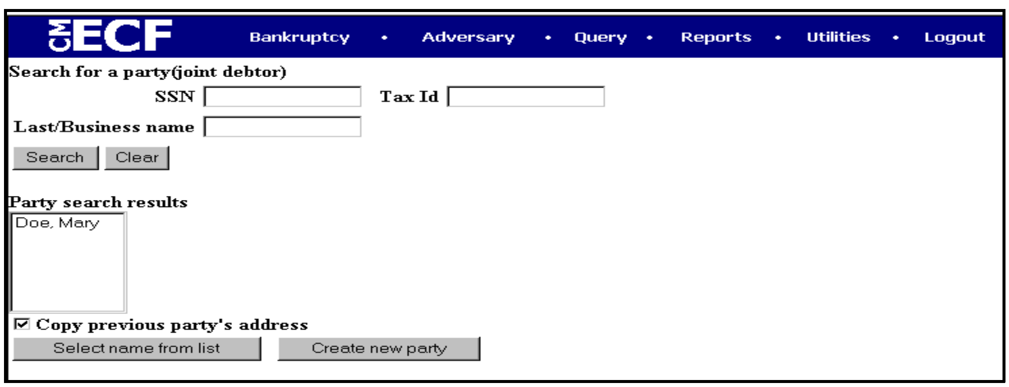


Figure 9b

STEP 11 The **STATISTICAL DATA** screen appears next. **(See Figure 10.)**

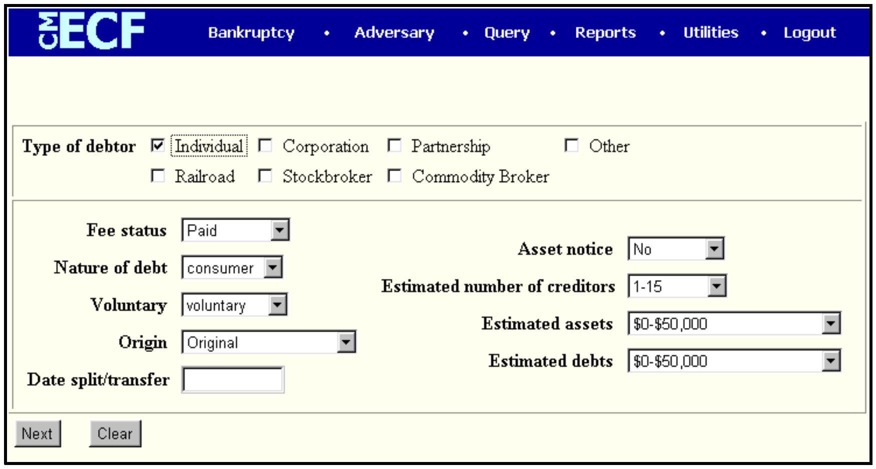


Figure 10

- Select the **Type of Debtor** by clicking in the appropriate box(es).

- The **Fee Status** values are Paid and Installment. All ECF filings should be designated **Paid**.

- Designate the **Nature of Debt** as Consumer or Business.

- The default value is for a **Voluntary** Petition. For Involuntary Petitions, select **Involuntary** from the pick list box.

- Enter the correct **Origin** code from the values Original, First Reopen, Second Reopen, Third Reopen, Split or Inter-District Transfer. No action is necessary if this is the first filing; the default value of Original is correct for this exercise.

- **Date Split/Transfer** is only necessary when a joint debtor splits from the original case or if this case was transferred in from another district. Otherwise leave this field blank.

- Choose Yes or No for **Asset notice** designation.

◆ Select the range of **Estimated Creditors** from the pick list box.

- 1 -15
- 16 - 49
- 50 - 99
- 100 -199
- 200 - 999
- 1,000 - over

◆ Select the correct dollar range for **Estimated Assets**.

- Under $50,000
- $50,001 - 100,000
- $100,001 - 500,000
- $500,001 - 1 million
- $1,000,001 - 10 million
- $10,000,001 - 50 million
- $50,000,001 - 100 million
- More than $100 million

◆ Select the correct dollar range for **Estimated Debts**.

- Under $50,000
- $50,001 - 100,000
- $100,001 - 500,000
- $500,001 - 1 million
- $1,000,001 - 10 million
- $10,000,001 - 50 million
- $50,000,001 - 100 million
- More than $100 million

◆ Click **[Next]** to continue.

STEP 12 If you have selected **y** (yes) for **Deficiencies** on the **Case Data** screen, the Chapter 7 **DEFICIENCY LIST** screen will appear. **(See Figure 11.)**

Figure 11

- Place a check mark in each check box for each item that is not included with this petition by clicking on it with your mouse. For this exercise, select **Schedules A-J**.
- Click **[Next]** to continue.

STEP 13 The **SELECT A PDF DOCUMENT** screen appears. **(See Figure 12.)**

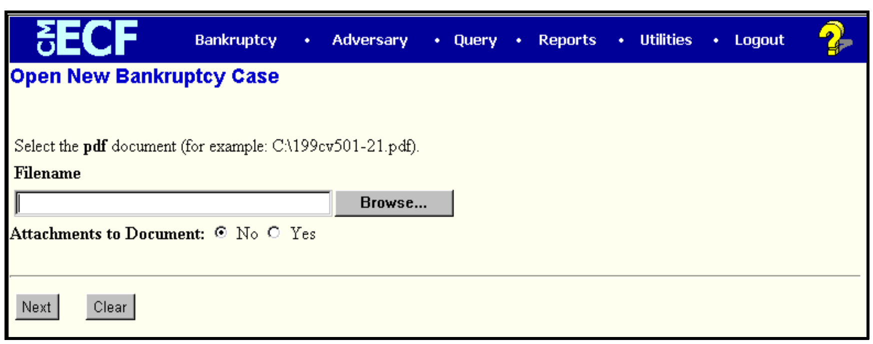


Figure 12

NOTE: This screen is used for associating the imaged document with this entry. Attorneys must enter the path of a PDF (portable document format) document here.

NOTE: The PDF file may include the Voluntary Petition (without the debtor's full social security number (ie. xxx-xx-1234)), Statement of Financial Affairs, Schedules A-J, Attorney Fee Disclosure, Statement of Intention, Statement of Insider Compensation, and Verification of Matrix.

NOTE: Plans, Statement of Social Security Number and Statement of Corporate Ownership must be filed separately

.

- Click **[Browse]**, then click on the down arrow ▼ for the **Files of type** field.
- In the drop-down box, click on **All Files (*.*)**.
- Navigate to the directory where the appropriate PDF file is located.
- Highlight the file. Then right click with your mouse and select **Open** to verify the contents of the document. If this is the correct file, double-click the PDF file to select it.
- Accept the default setting of **No** for the **Attachments to Document** radio buttons. Attachments will be covered in another module.
- Click **[Next]**

STEP 14 The **INCOMPLETE FILINGS DEADLINE** screen is presented. **(See Figure 13.)**

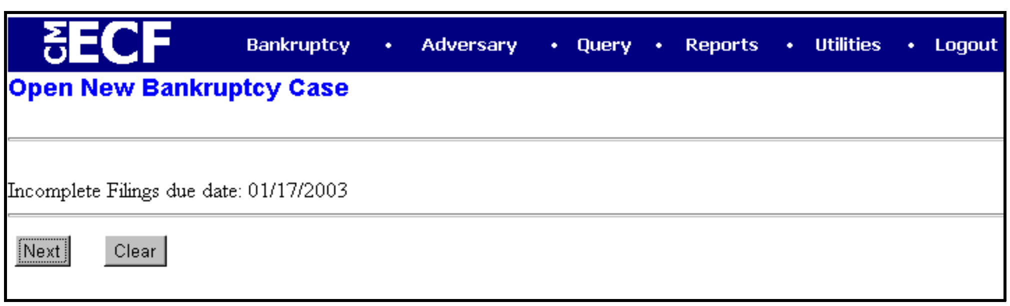


Figure 13

- The deadline for filing the missing documents (Schedules A-J) is calculated from the file date. This will print on the final docket text and will create a deadline in queries and reports.

- Click **[Next]** to continue.

STEP 15 The **RECEIPT #** screen appears. **(See Figure 14.)**

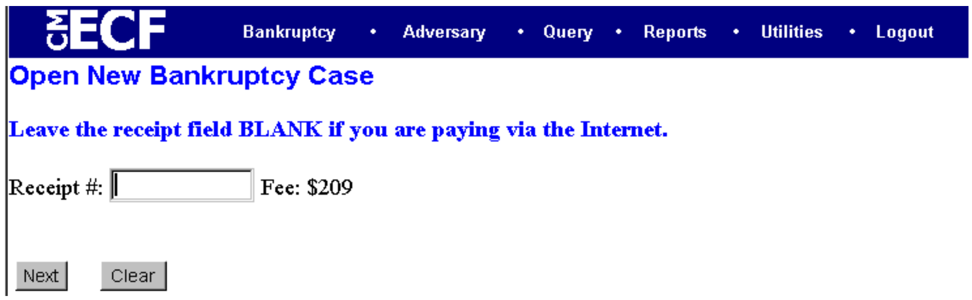


Figure 14

- Leave the receipt # field blank and click **[Next]** to continue.

STEP 16 The **MODIFY DOCKET TEXT** screen appears. **(See Figure 15.)**

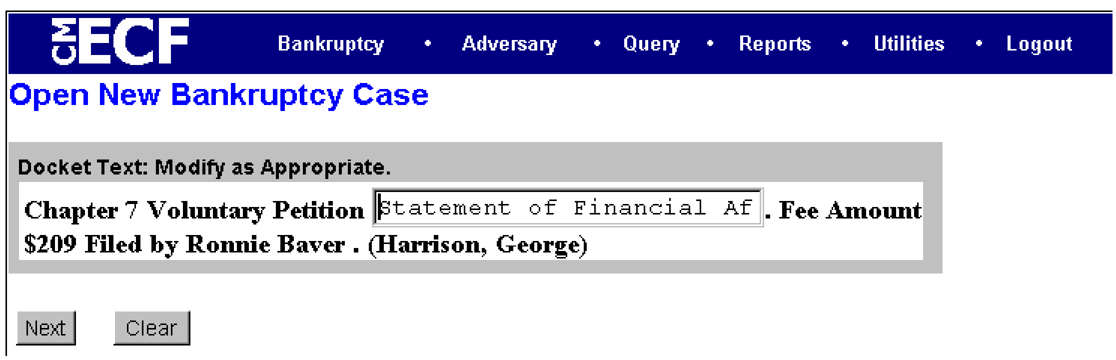


Figure 15

- You should add text to this entry to show exactly what documents there are in addition to the Voluntary Petition included in the PDF file.

- Click **[Next]** to continue.

STEP 17 The **FINAL TEXT EDITING** screen displays. **(See Figure 16.)**

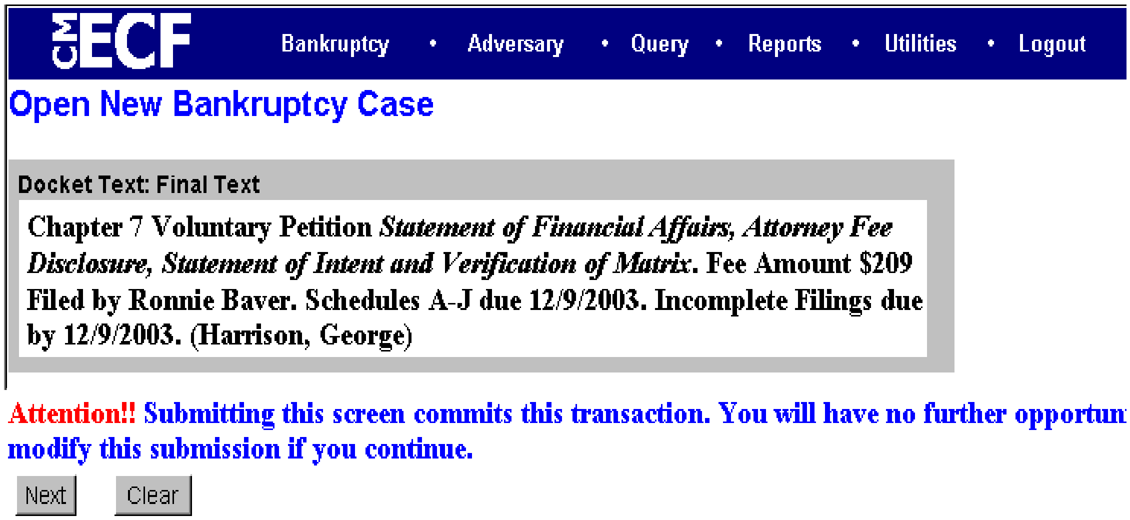


Figure 16

- Proof this screen carefully! This is what will print on the docket sheet.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through the event by clicking **[Next]**.
- To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the **CM/ECF Main Menu Bar.** Although this can be done at any time, this is your last opportunity to make changes.
- The case number will now be assigned. Click **[Next]** to continue.

NOTE: This is the last opportunity to make any changes before the case is officially opened.

STEP 18 The **ELECTRONIC PAYMENT** screen appears (See figure 17).

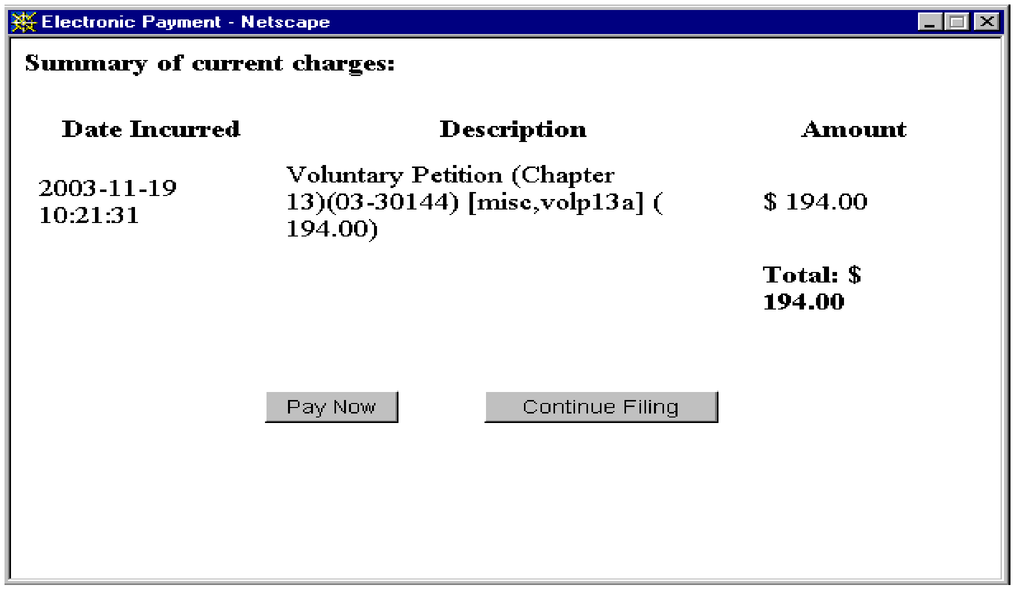


Figure 17

- ECF will keep track of fees due. At this screen, click either **[Pay Now]** or **[Continue Filing]**. For this exercise, choose **[Pay Now]**. All accumulated filing fees will be paid via the internet at this time (See figure 18).

Figure 18

- If **[Continue Filing]** is chosen, the payment box (figure 17 above) will disappear, which allows you to continue with other filings until your filing session is complete.

- When your filing session is complete, click **Utilities** on the CM/ECF main menu bar and click on **Internet Payments Due** (See Figure 18 below). You can either view the tally of fees accumulated (figure 17 above), or click on **[Pay Now]** (See figure 18).

- A history of internet payments is also available by clicking **Utilities** on the CM/ECF main menu bar and clicking **Internet Payment History** (See figure 19 below). This report displays a history of payments made via the internet in any given date range.

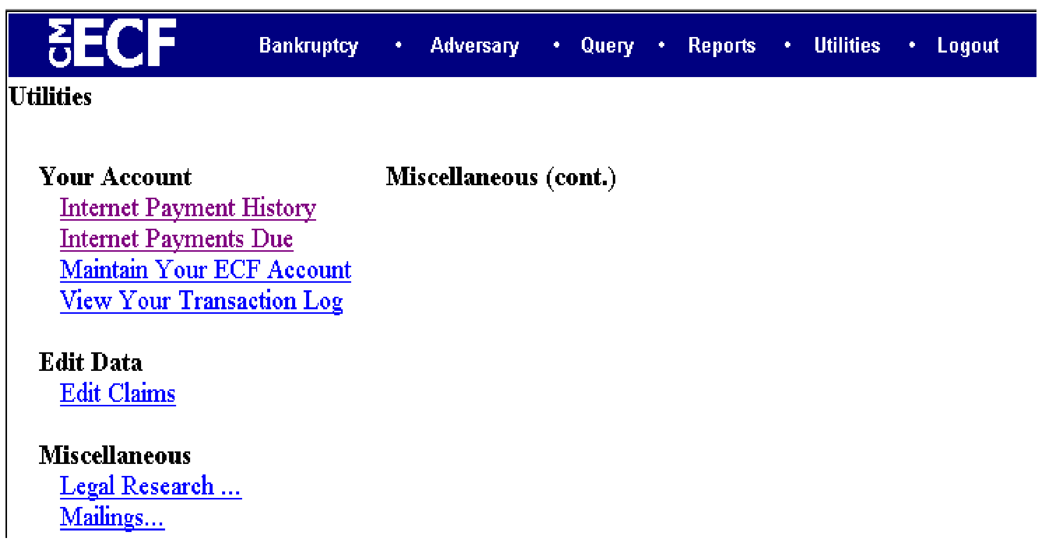


Figure 19

STEP 19 The **NOTICE OF ELECTRONIC FILING** screen displays. **(See Figure 20)**

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open New Bankruptcy Case

Notice of Bankruptcy Case Filing

The following transaction was received from Williams, Bruce on 1/29/2001 at 3:07 PM CST

Case Name: Dale A. Daniels
Case Number: 01-10005
Document Number: 1

Docket Text:
Chapter 7 Voluntary Petition. Filed by Bruce Williams Esq. of Williams & Baronofsky on behalf of Dale A. Daniels. Statement of Intent due 2/28/2001. Schedules A-J due 2/13/2001. (Williams, Bruce)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename:R:/TRAINING/ECF/Class Files/PDF Files/Volp.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=978562065 [Date=1/29/2001] [FileNumber=3002-0] [4
ea0e90a3d15f05a009f241513ec082be01616ff6f02e2c94b2d675efe42151c39cc918
7c216e2658722803478e3ad2fa6a0f2ec321ae9109e3fd7e38993bebd]]

01-10005 Notice will be electronically mailed to:

Bruce Williams bwillx@email.msm.com,

01-10005 Notice will not be electronically mailed to:

Figure 20

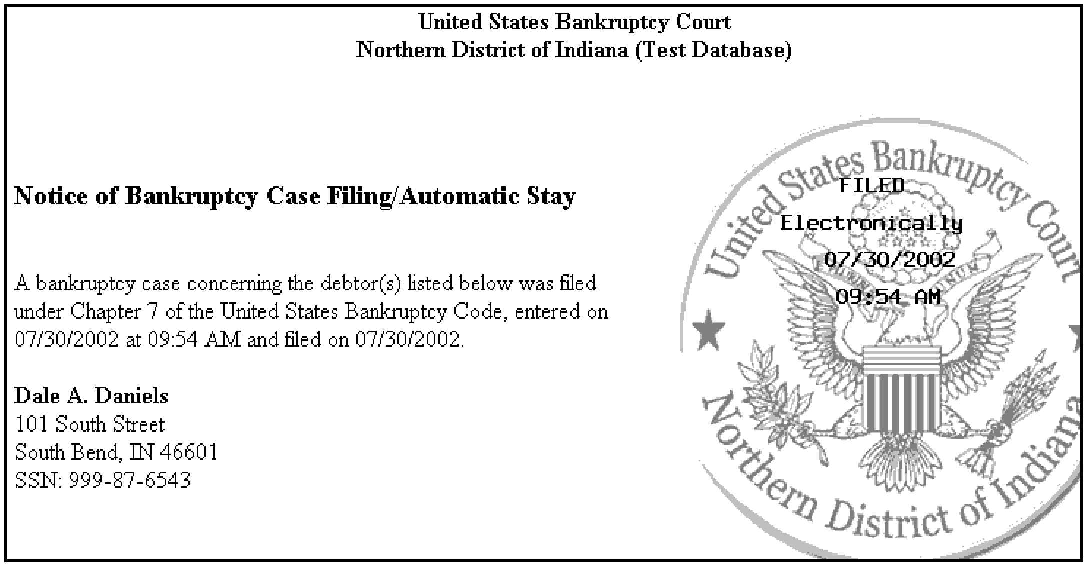
- This **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document.

- Make a note of the case number, which appears in blue. Clicking on the case number hyperlink, 01-10005, will display the docket report for this case.

- Clicking on the document number hyperlink 1, will display the PDF image of the petition just filed.

NOTE: You must enter your PACER login and password to view any documents or reports or perform any queries.

STEP 20 If you click on the Notice of Bankruptcy Case Filing hyperlink at the top of the Notice of Electronic Filing, the Notice of Bankruptcy Case Filing will be displayed. This notice summarizes the pertinent details and participants of this case. **(See Figure 21)**


United States Bankruptcy Court
Northern District of Indiana (Test Database)

Notice of Bankruptcy Case Filing/Automatic Stay

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code, entered on 07/30/2002 at 09:54 AM and filed on 07/30/2002.

Dale A. Daniels
101 South Street
South Bend, IN 46601
SSN: 999-87-6543

Figure 21

- This certification was created in addition to the initial notice of filing. It also displays the debtor(s), attorney, trustee, case number, time, and filed date of the case opening information. It can be used to notice creditors as an official notice of stay besides the 341 Meeting Notice to stop foreclosures and other creditor actions. It may be saved or printed at the time of filing.

- The Notice of Bankruptcy Case Filing is also available for viewing or printing through the Query Main Menu Bar selection.

- To print a copy of this notice, click the browser **[Print]** button or icon.

- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

NOTE: If this case had been opened by the court, the time stamp would not appear on the seal. It appears only for cases opened electronically by non-court users.

Auto Judge/Trustee Assignment

****NOTE**** Creditors must be uploaded into the creditor database before the Auto Judge/Trustee Assignment function can be used. If you have not done so, upload the creditor matrix into the creditor database at this time. (Refer to separate application instructions titled **Creditor Matrix Upload**).

STEP 1 Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. **(See Figure 1.)**

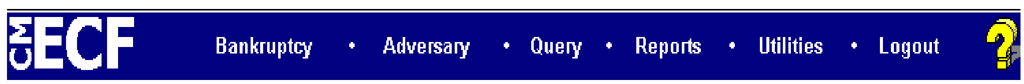


Figure 1

STEP 2 The Bankruptcy Events screen displays. **(See Figure 2.)**

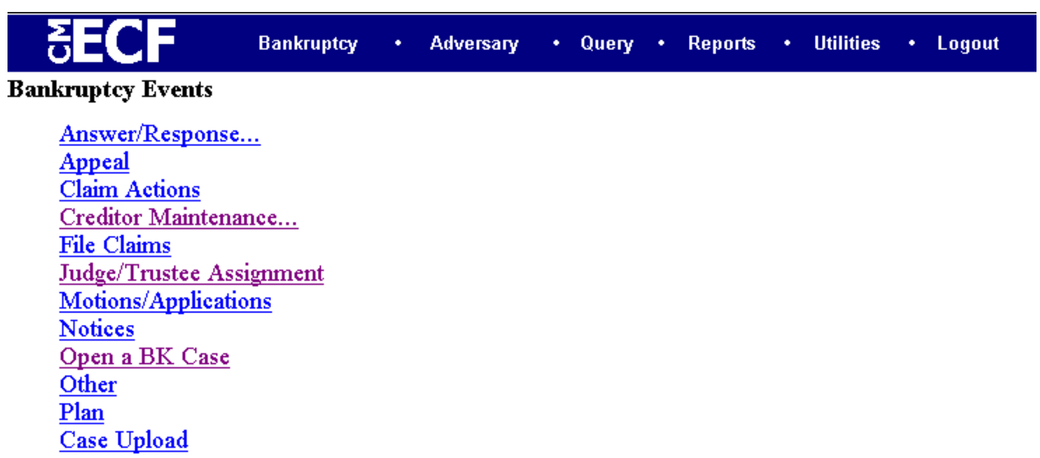
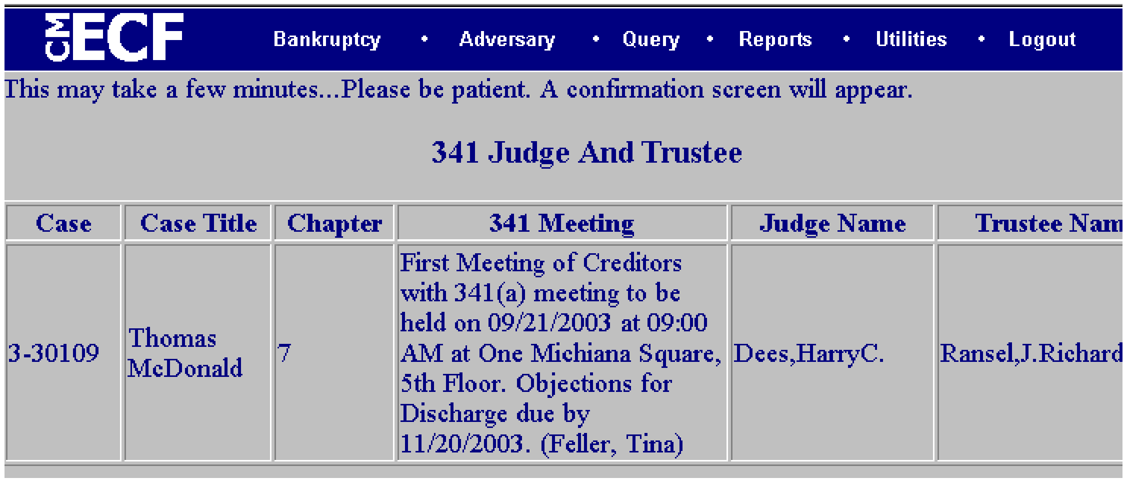


Figure 2

- Click on the **Judge/Trustee Assignment** hyperlink.

STEP 3 The **341 Judge and Trustee** screen will display. **(See Figure 3.)**



This may take a few minutes...Please be patient. A confirmation screen will appear.

341 Judge And Trustee

Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Nam
3-30109	Thomas McDonald	7	First Meeting of Creditors with 341(a) meeting to be held on 09/21/2003 at 09:00 AM at One Michiana Square, 5th Floor. Objections for Discharge due by 11/20/2003. (Feller, Tina)	Dees,HarryC.	Ransel,J.Richard

Figure 3

- The Judge assignment, trustee assignment and Section 341 meeting date and time is displayed.

NOTE: This screen **(Figure 3)** is a confirmation screen. Any hyperlink from the CM/ECF Main Menu Bar may be clicked at this time.

Statement of Social Security Number

As mentioned in **Step 13**, the Statement of Social Security Number must be filed as a separate document and cannot be part of the voluntary petition pdf file. After completing the above steps, proceed with the following steps.

STEP 1 Click on the **<u>Bankruptcy</u>** hyperlink on the **CM/ECF Main Menu Bar**. **(See Figure 1.)**

Figure 1

STEP 2 The **Bankruptcy Events** screen displays. **(See Figure 2.)**

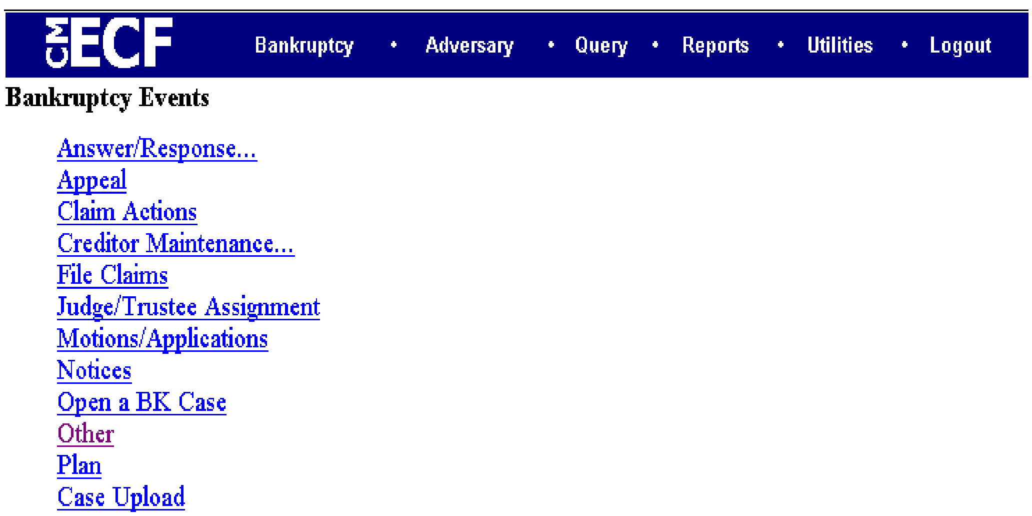


Figure 2

- Click on the **Other** hyperlink.

STEP 3 The **Case Number** screen displays. **(See figure 3.)**

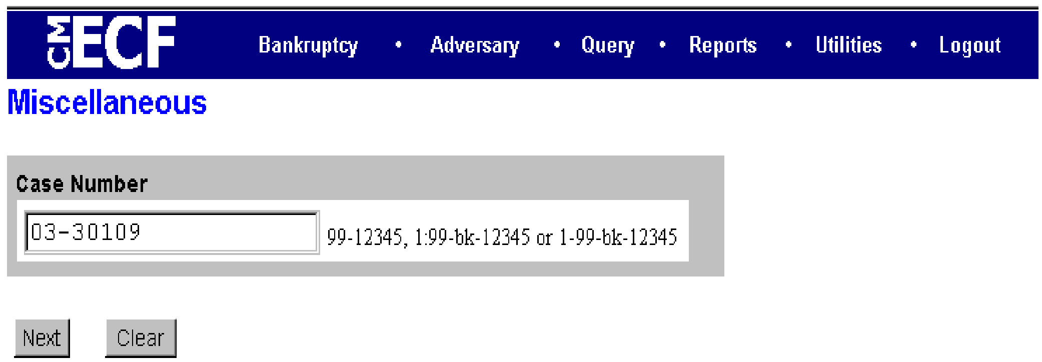


Figure 3

- Enter the case number in YY-NNNNN format.
- Click **Next** to continue.

STEP 4 The **Document Selection** screen displays. (**See figure 4.)**

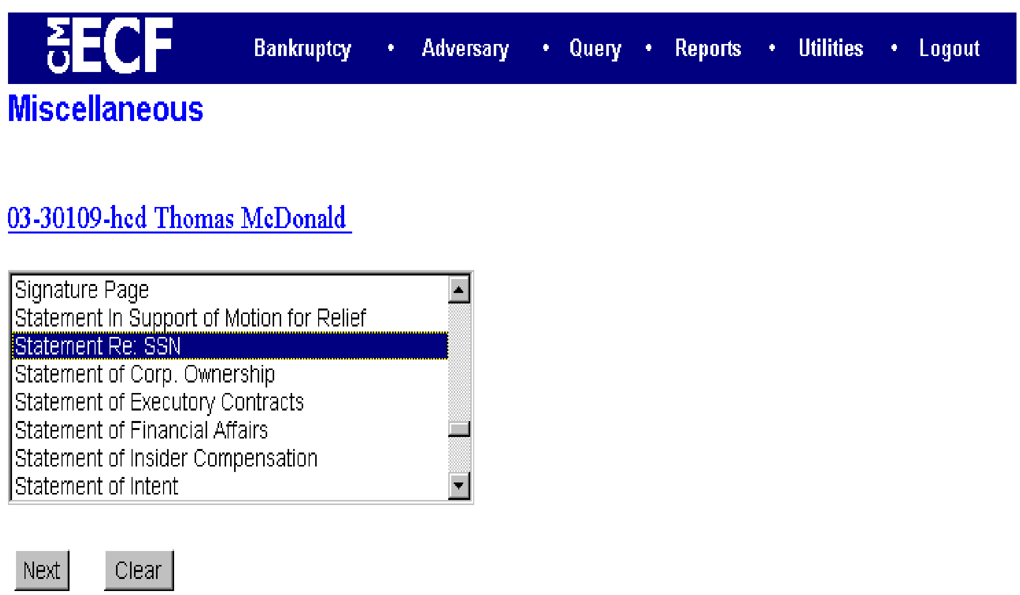


Figure 4

- Select **Statement Re: SSN** from the pick-list.
- Click **Next** to continue.

STEP 5 The **Joint Filing With Other Attorney(s)** screen displays. (**See figure 5.)**

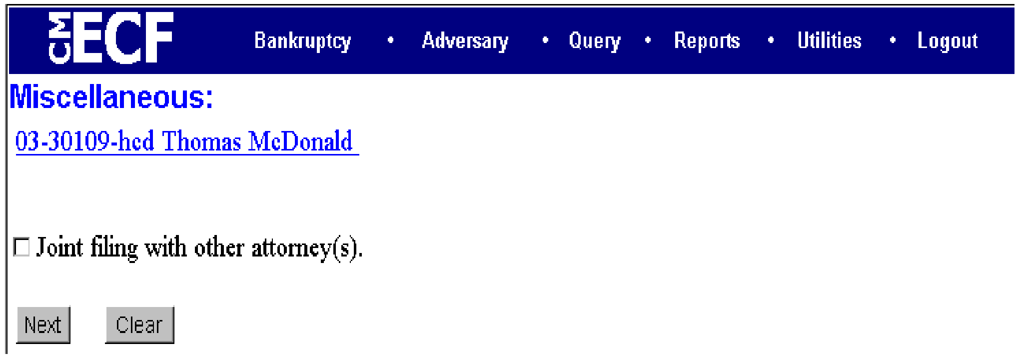


Figure 5

- Leave the box un-checked and click **Next** to continue.

STEP 6 The **Select Party** screen displays. **(See figure 6.)**

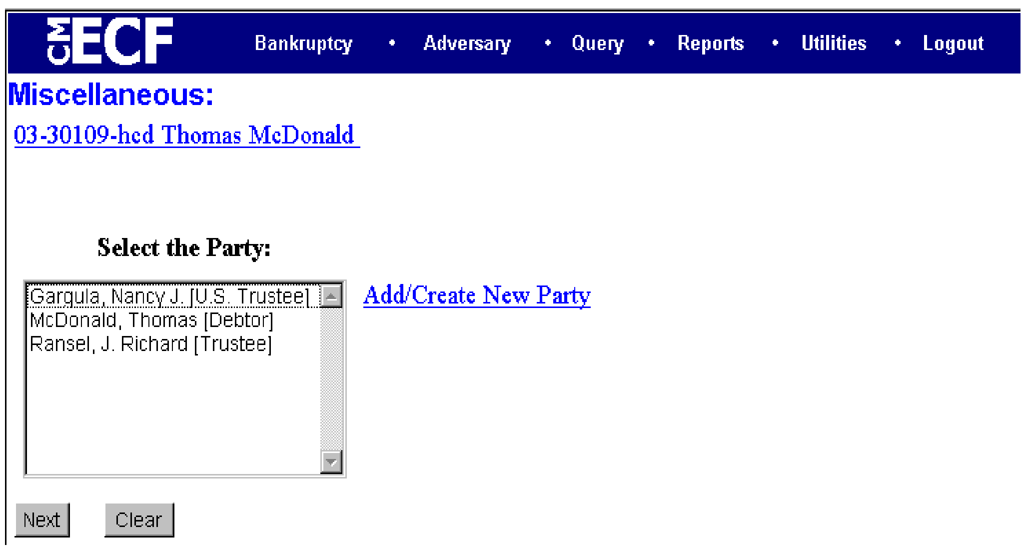


Figure 6

- Select the appropriate debtor(s) and click **Next** to continue.

STEP 7 Refer to **Step 13** (page 11), to attach the appropriate pdf file of the Statement of Social Security Number of the debtor.

STEP 8 The **With or Without?** screen displays. **(See figure 7.)**

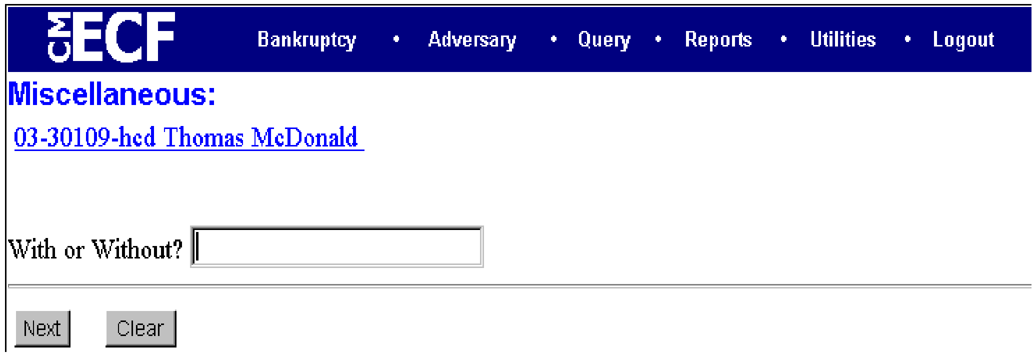


Figure 7

NOTE: "With or Without?" refers to a certificate or proof of service.

- Answer the question by typing the response in the text box provided and click **Next** to continue.

STEP 9 The **Docket Text** screen displays. **(See figure 8.)**

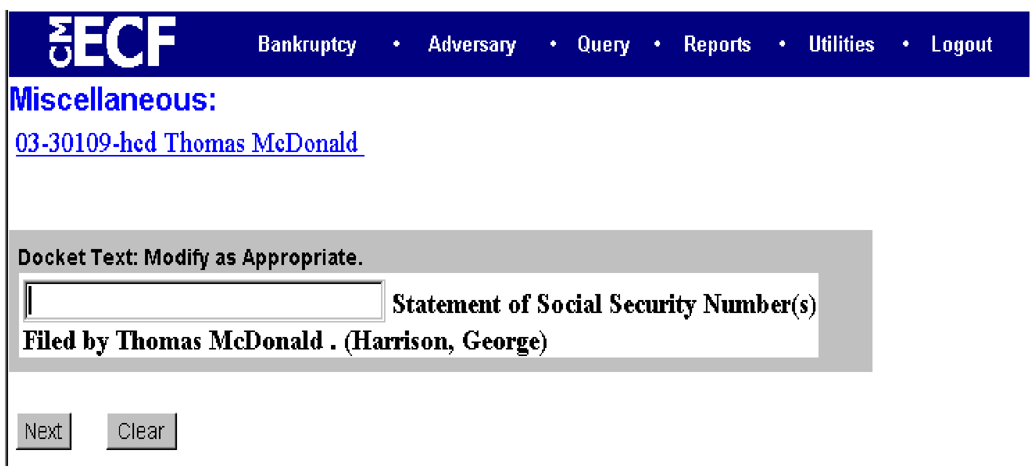


Figure 8

- Text may be added to enhance docket text, but is not required.
- Click **Next** to continue.

STEP 10 The **Final Docket Text** screen displays. **(See figure 9.)**

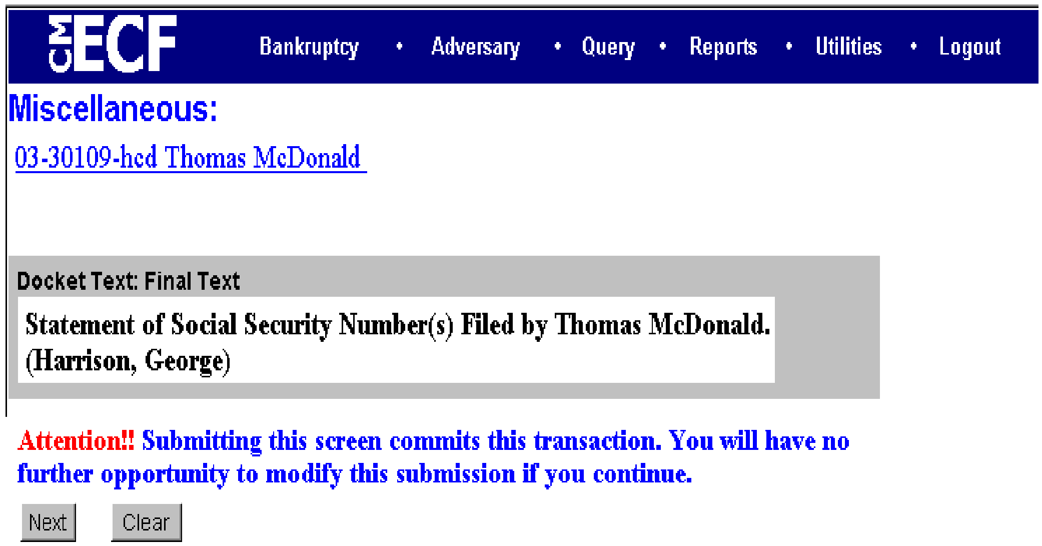


Figure 9

- Proof this screen carefully! This is what will print on the docket sheet.

- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through the event by clicking **[Next]**.

- To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the **CM/ECF Main Menu Bar.** Although this can be done at any time, this is your last opportunity to make changes.

- Click **Next** to continue.

STEP 11 The **Notice of Electronic Filing** screen displays. Refer to **Step 19** for further instruction concerning this screen.